**IN CONFIDENCE - WHEN COMPLETED**

**APPLICATION FOR APPOINTMENT**

*Please complete this form in black ink and return it to:-*

**Recruitment**

**Architecture & Design Scotland**

**Bakehouse Close**

**146 Canongate**

**EDINBURGH**

**EH8 8DD**

**Email:** [**recruitment@ads.org.uk**](mailto:recruitment@ads.org.uk)

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| **Post applied for:** |  | | |
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| ***BLOCK LETTERS***  Surname  Forenames *(in full)*  Title *(Mr, Mrs, Miss, Ms etc)*  Any other names by which  you have been known  Place of birth  Nationality at birth  Present nationality  Have you ever possessed any  other nationality or citizenship? Yes  No  If YES, give full details with dates    Are you subject to  immigration control? Yes  No  Are you free to remain and  take up employment in the UK? Yes  No | |  | ***BLOCK LETTERS***  Permanent address      Postcode  Telephone number  E-mail address  Address for letters *(if different from above)*    Postcode  Telephone number or number where a message may be left: |
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**DISABILITY (You need not answer these questions unless you wish to do so)**

Have you a disability within the meaning of the Disability Discrimination Act 1995? This question is being asked for the purpose of monitoring candidates’ diversity. It will have no bearing whatsoever on the outcome of the short listing process Yes  No

Do you have a disability/health problem which would affect your ability to fulfil intrinsic requirements of the post being applied for? Yes  No

If you have answered yes to either of these questions please give details:

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If you have a disability and are invited to sit a test or to interview would you like any special arrangements made?

if so, please give details below:

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**FURTHER EDUCATION, PROFESSIONAL QUALIFICATIONS, OTHER TRAINING**

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| --- | --- | --- | --- | --- | --- |
| Name of School, University, College or other institution | Dates | | | Course details | Qualifications obtained, Membership of professional institution, etc |
| From | To | |
|  |  |  | |  |  |
| **OTHER QUALIFICATIONS/MEMBERSHIPS**  Give details with dates of any other qualifications you have obtained or training you have had which are relevant to your application. | | | | | |
| **DRIVING LICENCE**  Do you hold a full, UK Driving Licence? Yes  No | | | | | |
| **CAREER HISTORY** Please give details of full-time and part-time work | | | | | |
| **Present Employment (if employed)**  Employer’s Name  Address  Postcode  Nature of business  Position held       Date started  Brief description of duties  Why do you wish to leave?  Present salary: | | | | | |
| **Reference from Present Employer**  Name of senior staff member with direct experience of your work who could act as a referee:    May we contact your present employer for a reference now? Yes  No  **Pension Details**  Are you currently in employment with either the Civil Service pension or a pension “by-analogy” to the Civil Service arrangements? Yes  No  If you have answered NO to above, have you ever been a member of the Civil Service Pension scheme?  Yes  No  **Previous Employment**  Please give the following details concerning any previous employment *(starting with the earliest)*. Please continue on a separate sheet if necessary. Please add your name to any additional sheets.  May we contact any of your previous employers for a reference now? Yes  No | | | | | |
| 1. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |
| 2. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |
|  | | |
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| 3. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |
| 4. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |
| 5. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |
| 6. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |
| 7. Employer’s Name  Address  Postcode  Nature of business  Brief description of duties | | | Position held  Length of stay from:       to:  Why did you leave? | | |

**SUITABILITY FOR APPOINTMENT**

Please outline the qualities and/or experience you would bring to the post. Please ensure your statements are directly related to the Job Description and where possible, please back up these statements with relevant examples. Continue on a separate sheet if necessary.

**ADDITIONAL INFORMATION** Please state briefly why you are interested in this appointment and summarise any other relevant information not covered elsewhere on this form or in your CV.

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| **ADVERTISING AND PUBLICITY**  From which publication or other source did you learn of this post? |

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| **We must interpret strictly and impartially the prescribed conditions regarding age, nationality and qualifications, but it is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.** |

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| **YOU MUST SIGN AND DATE THIS FORM**  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.  SIGNATURE       DATE  **If your application is submitted by email we will require you to sign this form if successful.** |

**THANK YOU FOR COMPLETING AND RETURNING THIS FORM**

**Data Protection**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. A&DS will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of **Legal Obligations** and **Legitimate Interests** to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our Recruitment Privacy Notice for job applicants which is included within this recruitment pack.